

**United States District Court  
Eastern District of New York  
Office of the Clerk  
Vacancy Announcement**

**Date:** April 13, 2007

**Announcement #:** 07-06

**Position:** Case Processing Clerk

**Location:** Central Islip Courthouse - 100 Federal Plaza

**Salary:** Level CL 23/1 - 25/61 (\$31,616 - \$62,893)  
Based on qualifications and experience

**Closing Date:** April 27, 2007



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**Position Summary:**

The U.S. District Court are looking for candidates for the position of Case Processing Clerk. The incumbent provides clerical support to the Clerk's Office.

**Duties and Responsibilities:**

- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to: pleadings, petitions, motions, complaints, orders, etc.
- Ensures that all automated entries are accurately filed, recorded, and appropriately linked for proper case management.
- Prepares and informs parties about notices, judgements and orders. Forwards documents such as motions, etc. to the attention of chambers staff.
- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Makes a verbatim record of court proceedings on audio equipment.
- Locates and plays back testimony in hearings, trials, and other court proceedings.
- Issues all forms of process in civil and criminal cases including summonses, subpoenas and writs.
- Performs accounting functions for monies paid to the court including fees, fines and court costs.
- Coordinates the admission of attorneys to practice in the court, accepting applications and issuing certificates.
- Furnishes information, either in-person, by telephone or by correspondence as to the status of cases before the Court.
- Sorts, classifies and files case records.
- Performs other duties as assigned.

**Eligibility Requirements:**

To qualify for a CL 23, 2 years of general clerical experience, CL 24, 1 year of specialized experience. For CL 25, 2 years of specialized experience. Specialized experience includes progressively responsible clerical work requiring and recurring application of clerical procedures involving the routine use of keyboard skills

and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and communicational skills. Excellent computer skills with a minimal data entry speed of 45 wpm. College degree preferred.

**Applicant Information:**

Interested applicants should submit a cover letter and resume specifying their qualifications with a current resume to:

**U.S. District Court, E.D.N.Y.,  
225 Cadman Plaza East,  
Brooklyn New York 11201  
Attention: Jeffery Howell, Human Resources Manager**

The successful candidate must undergo a FBI criminal fingerprint check.

**The U.S. District Court is an Equal Opportunity Employer.**